

A decorative graphic on the left side of the page. It consists of two vertical red stripes separated by a thin blue stripe, and a large blue five-pointed star positioned below the stripes.

Polling Place Election Procedures

**Handcount and
Touch Screen Precincts**

Alaska Division of Elections
Office of the Lt. Governor

B-03 (REV 4/12/06)

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Preparing for Election Day

- Recruit election workers.
- Post notices.
- Receive supplies and ballots.
- Arrange for access to the polling place.

ELECTION CHAIRPERSON

“YOUR JOB - Before Election Day”

Recruit Election Board Workers

The election board should have at least three workers, including the chairperson. A fourth worker is needed to help count ballots when the polls close and can be used for lunch and dinner breaks. Give the names of your workers to the election supervisor before election day. The election board chairperson is paid \$10 per hour and the workers are paid \$9.50 per hour.

Call your workers to remind them to be at the polling place at least 1/2 hour before the polls open.

Post Notices

You may receive a poster providing information about the upcoming election that you can post in your precinct. If you receive a poster, complete and return the posting certificate to the election supervisor. We will pay you for posting the poster.

Receive Ballots and Supplies

Your ballots and supplies may be mailed in separate packages about two weeks before the election. **Call the election supervisor when you receive your materials.** When you receive your ballots, verify the ballot stub numbers against those listed on the ballot receipt. Complete, sign, and return the ballot receipt to the election supervisor. Store your ballots and touch screen voting unit in a safe location until election day.

August Primary Election - sign the receipt for each political party ballot type.

Verify that you received all supplies listed on your supply inventory sheet. Take a few minutes to review this election procedures handbook. Call the election supervisor if you have any questions.

Polling Place Access

Contact the polling place provider before election day to arrange for access into the polling place election morning. *GET A KEY if necessary.*

Set Up Tables and Booths

For the election, you will need voting booth(s), ballot box, work table and chairs. If possible, set up your voting booth(s) the day before the election. You may also hang posters and prepare the room for voting. By setting up early, you will find that your election morning begins smoothly. You may ask your workers to help you set up. Do not leave the touch screen voting unit, the ballots or the precinct register in the polling place prior to election day.

Setting Up, Opening the Polls and General Information

- Set up the polling place.
- Assign jobs to each worker.
- Sign the oaths on the precinct register cover and questioned register cover.
- Open the polls.
- Call the election supervisor to inform the office that your polling place is open.

ELECTION WORKERS

“YOUR JOB – Opening the Polls”

Set Up the Polling Place

Have workers arrive at the polling place at least 1/2 hour before the polls open to help set up.

- Your work table needs to have pens, the precinct register, ballots, secrecy sleeves, touch screen voting supplies, questioned voting materials, and special needs voting materials.
- Set up the polling booths and ballot box. In each booth hang a “How to Vote” poster and place a black pen. Open the ballot box and show the workers that the box is empty. Lock the box with the cable tie included in your supply bag.
- Display the American flag. When displayed, the stars need to appear on the left. If the flag is displayed in a window, the stars must be to the left when viewed from the street.
- Hang the “Vote Here” and “Have Identification” posters. Also display the sample ballot and any flyer or poster you receive that provides information on ballot measures.
- **August Primary Election** - display the ballot choice poster.

Set Up the Touch Screen Voting Unit

You will need to assemble your touch screen voting unit following the instructions found in the carrying case or election supplies. Please keep in mind, if it is taking too long or you are having problems setting up the the touch screen voting unit, finish the other polling place set up activities and then come back to the touch screen voting unit. If necessary, you can finish the touch screen set up after the polls are opened.

Once the touch screen voting unit is assembled, place it in an area where you can face the screen away from voters. This will help maintain the privacy of any voter using the touch screen voting unit.

Assign Jobs to Workers

There are usually three to four people on the election board. The chairperson will assign the jobs as follows:

- Precinct register worker.
- Ballot issuing worker and touch screen voting unit worker.
- Worker to assist with questioned voting and special needs voting.

The duties of the workers may rotate during the day. In your supplies are individual assignment sheets outlining the duties of each job.

Organize Ballots

Place your paper ballots in numerical order. Always issue ballots with the smallest stub number first.

August Primary Election - there will be different political party ballot types. Each type needs to be in numerical order.

Sign Oaths

Ask each worker to READ and SIGN the oath on the inside cover of the precinct register. In addition, all workers who will be assisting with questioned voting must read and sign the oath on the front cover of the questioned voter register.

OATH OF OFFICE FOR ELECTION BOARD WORKERS
Election workers - You must read and sign the oath of office below when you arrive for work.

OATH: I will honestly, faithfully, and promptly perform the duties of an election board worker, according to law, and will make every effort to prevent the violation of any provision of law in conducting the election.

Subscribed and sworn according to law on the 2nd day of November, 2004

Election Worker Mary Glang Election Worker Pam Thompson
Election Worker _____ Election Worker Shelly Crowe
Election Worker _____
Election Worker _____
Election Worker _____
Election Worker _____

NOTE: Any appointed election worker whether or not having himself/herself subscribed to the oath, may administer the oath to another election worker. Any election worker having taken the oath may administer the oath to the clerks and counters.

Sign and date here

PRECINCT: _____
ELECTION: _____

QUESTIONED VOTER REGISTER

Election workers, follow the instructions below when issuing questioned ballots:

Ask each questioned voter to sign this register. If the voter does not vote cross off the voter's name and make a note that the voter did not vote.

Ask each questioned voter to complete a questioned ballot oath and affidavit envelope. The voter MUST sign or make their mark on the envelope.

Check the voter's identification. If the voter does not have identification the voter can still vote a questioned ballot. Check the "no identification"

Complete the shaded areas of the envelope by signing as a witness, indicating the district and precinct number and the line number on the questioned register where the voter signed.

Provide the voter with a ballot, secrecy sleeve and the completed ballot envelope. Tell the voter to mark their ballot in private, to place their ballot inside the gray secrecy questioned ballot envelope.

The sealed, voted ballot envelope is placed in the ballot box.

For complete instructions on the questioned ballot process, refer to the questioned voting section in the Official Procedures for Election Board handbook.

All election workers issuing questioned ballots read and sign below:

Voter Register are the people they claim to be and they voted and signed the Questioned Ballot Oath and Envelope in my presence on election day.

Election Official Signature: Mary Smith Election Official Signature: Joseph Nelson
Election Official Signature: _____ Election Official Signature: _____
Election Official Signature: _____ Election Official Signature: _____

R-05 (REV 2/00) *sign Here* AS 15.15. 6 AAC 25.

Open Polls

Make sure the polls open on time. The polls open at 7:00am for primary and general elections. The polls open at 8:00am for state-conducted school board elections (REAA/CRSA) and state-conducted special local elections.

Call the Election Office

The election office needs to know that each polling place is open. Contact the regional office at the telephone number provided by the election supervisor.

GENERAL VOTING INFORMATION

Providing Assistance

If voters have difficulty signing their names, they may make a mark or “X” where they are required to sign. All voters may receive voting assistance. If somebody other than the election board provides assistance, the person must take an oath not to divulge how the voter voted.

Campaigning

Campaigning is prohibited within 200 feet of any entrance into the voting area. The election board **MUST** prohibit any campaigning. This includes any discussions of candidates or issues that appear on the ballot or displaying campaign signs, bumper stickers or wearing campaign buttons.

Removal or Exhibit of Ballot

Voters must vote their ballot inside the polling place unless they are voting a special needs ballot. Voters are not permitted to exhibit or discuss their ballot in the polling place. If voters exhibit ballots, the election board must spoil and replace them.

Poll Watchers

Poll watchers must have an identification badge visible and attached to their person at all times. There may be only one poll watcher per party or group in the polling place at a time. Poll watchers may have a complete view of the election process and may stand close enough to hear and record the name of a person voting. Poll watchers must remain a distance away from the voting machines and booths to ensure privacy and they **MAY NOT** handle any voting materials or sit behind the election worker table.

Poll watchers may challenge voter’s qualifications. If a poll watcher challenges a voter, ask the voter to vote a questioned ballot. Review the poll watchers handbook in your supplies before election day.

Exit Polling

Exit polling is a survey conducted by the news media or official polling group about issues or candidates and is designed to predict the outcome of the election.

Exit polling is allowed just outside the entrance of the polling place area. The 200 feet campaigning rule does not apply to exit polling. Exit pollsters may approach only voters who have already voted and wish to participate in the process.

Processing Voters and Issuing Ballots

- Look for the voter's name on the precinct register and ask the voter for identification.
- Voter signs the precinct register, or if voter's name is not on the register, voter completes questioned ballot envelope.
- Issue ballot to voter. During the **August Primary Election** only issue one political ballot type.
- Voted ballot is placed in ballot box.
- Once ballot is in the ballot box, do not open the box.

PRECINCT REGISTER WORKER

“YOUR JOB - Processing Voters”

Look for Voter's Name on Register

- If the voter's name is **NOT** on the register, the voter **MUST** vote a questioned ballot.
- If a voter's name is on the precinct register and the voter tells you that his or her residence address has changed or, if the voter's qualifications are challenged, be sure to have the voter vote a questioned ballot.
- Do not make any address corrections or other notes on the precinct register. If someone indicates that a person on the register is deceased, ask the person to complete a death notification form found in your supplies.

Ask for ID and Mark the Type of ID Presented on Register

- Acceptable forms of ID are listed on the “Have ID” poster. Some examples are the voter ID card, driver's license, state ID card, passport, birth certificate, military ID card, hunting/fishing license, valid photo ID, bank statement, utility bill, and other government documents.
- The ID requirement may be waived if someone working on the election board personally knows the voter, **except when “Must Show ID” is printed in the signature block above the voter's name. The ID requirement for this voter may NOT be waived.**
- If the voter does not have ID and is not personally known, the voter must vote a questioned ballot.
- Mark the column on the register for the type of ID the voter presented: **VC** is for voter card. **OI** is for any other identification. **PK** is for personally known.

Have Voter Sign Register

The voter **MUST** sign or make a mark above his or her printed name. If a voter signs the precinct register and then leaves the polling place without voting or votes a questioned ballot, cross the voter's name off the precinct register and make a note that voter did not vote. (This is the only note you can make on the precinct register.)

During August Primary Election, Check Voter's Party Affiliation

The party affiliation listed on the precinct register will determine which ballot type the voter is eligible to vote. Give the voter a party affiliation card that represents the political party in which the voter is registered. The ballot issuing worker will use the affiliation card to determine which ballot type the voter will be given. **Party affiliation changes are not allowed on election day.**

SAMPLE PRECINCT REGISTER PAGE

VREMS Time: 18:06
GEPR68P-R1 EL – ID 98MSBS
GREATER WASILLA

STATE OF ALASKA – DIVISION OF ELECTIONS
District 26 Precinct Register

Precinct 11

Date: 06/25/98

PAGE: 1

Voter No	NAME & SIGNATURE LAST-FIRST-MIDDLE INITIAL	PARTY	IDENTIFIED BY (VC) (OI) (PK)	A RESIDENCE ADDRESS B MAILING ADDRESS
1 01234567 Bar Code	Robert Adams ADAMS ROBERT	U	() (x) ()	2222 GOLD HWY PO BOX 123456 WASILLA WASILLA
2 08912345 Bar Code	MUST SHOW ID ADAMS TONYA M		() () ()	1111 VALLEY ROAD PO BOX 789234 WASILLA WASILLA
3 06789123 Bar Code	ADER FREDERICK	U	() () ()	9999 JONES ROAD PO BOX 223344 WASILLA WASILLA
4 04567890 Bar Code	ADLER JEFF			LA
5 01234000 Bar Code	ALBERT JAMES			LA
6 0067890 Bar Code	ALBERT JANET J			LA
7 00045678 Bar Code	ALBRIGHT ESTHER M I	D	() () ()	4455 ALASKA ROAD PO BOX 8899443 WASILLA WASILLA

If “MUST SHOW ID” appears in the signature block, the voter must show ID or vote a questioned ballot.

Do not allow questioned voters or special needs voters to sign the precinct register.

BALLOT ISSUING WORKER

“YOUR JOB - Issuing Paper Ballots”

Issue Paper Ballots

Ballots are not to be issued before election day. Each voter may only vote ONE ballot - paper or touch screen.

- Issue ballots in numerical order starting with the smallest stub number. Give the voter a ballot and secrecy sleeve. Regular voters get a secrecy folder and questioned voters get a gray secrecy sleeve.
- Tell voters to use the black pen in the booth to completely fill in the oval next to their choice.

August Primary Election Ballots - There are different ballot types. Each voter may receive only ONE ballot type.

- The precinct register worker will give voters a card showing their party affiliation. If the voter does not have a card, verify the voter’s party affiliation before issuing a ballot. The party affiliation listed on the precinct register will determine which political party ballot type the voter may vote during the primary election.
- To determine which ballot a voter is eligible to vote, refer to the primary election ballot choice poster and flyers.

Voter Mismarks Paper Ballot

Sometimes voters will damage or mismark their ballot and ask for a replacement. A voter may only be issued up to two replacement ballots of any combination (paper or touch screen).

- Tell the voter to tear up the spoiled or mismarked ballot and give the voter a new ballot.
- The election board must keep track of the number of spoiled paper ballots by recording the spoiled ballot on the front cover of the precinct register.

SPOILED or MISMARKED BALLOTS - Check a box below each time you replace a spoiled or mismarked ballot.																								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total number of spoiled or mismarked ballots: _____ (complete at close of poll).																								

August Primary Election

Give the voter the same political ballot type as the voter was originally issued. If the voter wants a different political ballot type, verify the voter is eligible for the new type by looking at the voter’s affiliation on the register. If the voter is not eligible for the new type, have the voter vote a questioned ballot.

Write-In Votes

To vote for a write-in candidate, the voter must write the candidate's name only on the write-in line of the ballot AND completely fill in the oval next to the write-in candidate's name.

The election board must not discuss write-in candidates with voters. If a voter asks how to vote for a write-in, refer the voter to the instructions on the poster in the voting booth or on the sample ballot.

August Primary Election - Write-in votes are not allowed during the primary election.

**Place Voted Paper
Ballot Inside Ballot
Box**

After voting, the voter places the voted paper ballot inside the ballot box. If requested, an election worker may assist the voter. The election workers should maintain a reasonable distance from the ballot box to ensure the secrecy of the ballot.

Once a ballot is in the box, the box may not be opened or a new ballot issued. If the voter demands a new ballot, the voter must vote a questioned ballot. Make a note on the ballot envelope that the voter already voted.

Questioned and Special Needs Voted Ballots

These ballots MUST be sealed inside the completed ballot envelope before being placed in the ballot box.

BALLOT ISSUING WORKER

“YOUR JOB - Issuing Touch Screen Ballots”

Touch Screen Voting

For complete instructions, refer to your touch screen voting handbook.

Touch screen voting is intended for those voters who are blind or disabled; however, any voter may vote on the touch screen voting unit.

Touch Screen Ballot Options

You will need to determine the type of touch screen ballot the voter needs.

- Visual – for those voters who may not have a visual disability.
- Audio Only – for voters who are blind or with limited vision. The ballot does not appear on the screen. Using the headset, the voter will listen to a ballot recording and use the keypad to make selections.
- Audio/Visual – for voters with limited vision. The ballot appears on the screen.

Create Voter Access Card

Using the blue encoder, you will need to create a voter access card for the ballot option that applies to the voter.

August Primary Election

There are different ballot types. Each voter may only receive ONE type.

- The precinct register worker will give voters a card showing their party affiliation. If the voter does not have a card, verify the voter’s party affiliation before issuing a ballot. The party affiliation listed on the precinct register will determine which political party ballot type the voter is eligible for.
- To determine which ballot type the voter is eligible to vote, refer to the primary election ballot choice poster and flyer.
- When preparing the voter access card, you will select the number on the encoder that corresponds to the political party ballot type you are issuing. Refer to the Primary election key code provided with the encoder.

Voting the Touch Screen Ballot

The voter inserts his or her access card into the top right slot on the touch screen voting unit. A screen will appear that provides instructions and the option for ballot magnification or color contrast. To make a selection, the voter will touch the box next to his or her choice. If the voter wants to change selections, the voter will simply touch the box again to deselect.

Ballot Summary and Printing

At the end of the ballot, a final screen appears that shows a summary of the voter's selections. At this point the voter may change any selections by simply touching the race to go back to that race on the ballot and making a new choice. Once the voter has reviewed the selections, the voter will print the ballot. The voter can verify the printed ballot matches the voter's selections and will be given an opportunity to either reject the printed ballot or cast the printed ballot.

If the ballot is cast, the printed ballot will advance into the printer canister and the voter access card automatically ejects from the slot on the touch screen unit.

Voter Rejects Ballot

The touch screen voting unit will allow a voter to reject his or her electronic ballot two times. On the third try, the ballot must either be cast or cancelled. If the voter wants the touch screen ballot cancelled and replaced with a paper ballot, the paper ballot is considered the final replacement ballot. *To cancel the ballot, an election official must hold the page # button on the touch screen for several seconds.*

The election board does not have to keep track of the number of touch screen ballots rejected or cancelled.

August Primary Election

If the voter wants a different political ballot type, verify the voter is eligible for the new type by looking at the voter's affiliation on the register. If the voter is eligible to receive a different party type, you will need to cancel the first ballot (See touch screen voting instructions to cancel a ballot) and prepare a new voter access card for the new party type. If the voter is not eligible for the new type, have the voter vote a questioned ballot.

Write-In Votes

To vote for a write-in candidate, the voter must select the write-in space on the touch screen voting unit, then using the keypad type in the candidate's name. The election board must not discuss write-in candidates with voters. If a voter asks how to vote for a write-in, refer the voter to the instructions on the poster in the voting booth or on the sample ballot.

August Primary Election – Write-in votes are not allowed during the primary election.

QUESTIONED BALLOT WORKER

“YOUR JOB - Issuing Questioned Ballots”

Election workers - sign the outside of the Questioned Voter Register

Who Votes a Questioned Ballot?

Voters vote a questioned ballot because (1) their name is not on precinct register, (2) they do not have identification, (3) their residence address has changed, (4) during the primary election the voter requests a ballot type they are not eligible to receive, or (5) somebody challenges the voter's qualifications.

Voter Receives Information and Signs Questioned Register

Provide voter with Notice to Questioned Ballot Voter (X04). Have questioned voter sign the questioned register. Questioned voters do not sign the precinct register. If the voter signs the questioned register but does not vote, cross off the voter's name and write “did not vote”.

Voter Completes Questioned Ballot Envelope

The questioned ballot envelope **MUST** be completed and signed by the voter. The residence address and other information provided by the voter on the ballot envelope will be used to update the voter's registration record. Keep the top copy attached to the envelope.

Election Official Completes Shaded Area of Envelope

- **Check the voter's identification.** If the voter does not have identification, mark “no identification” in the lower right corner of the envelope. A voter who does not have identification may still vote.
- Sign the envelope as a witness. Be sure to indicate your district and precinct number and the line number on the questioned register where the voter signed.
- **August Primary Election - Indicate the party ballot type given to the voter.**

Issue Ballot and Secrecy Sleeve

Give the voter a ballot, a gray secrecy sleeve and their completed ballot envelope. Tell the voter to place the voted ballot inside the gray secrecy sleeve, then place the secrecy sleeve inside the questioned ballot envelope and seal the envelope.

Place Ballot Envelope in Ballot Box

Questioned ballots **MUST** be sealed in the questioned ballot envelope before being placed in the ballot box. If the voted ballot goes into the ballot box before being sealed in the envelope, make a note on the ballot envelope. The ballot box cannot be opened to retrieve the ballot. Questioned ballots are returned to the regional election office for tallying. **DO NOT OPEN THE QUESTIONED BALLOT ENVELOPES.**

Sample Questioned Register Page

I certify that: I have not and will not vote in any other manner in this election. I am a United States Citizen. I am at least 18 years old. I am a resident of Alaska. I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. **WARNING:** If you provide false information on this application you can be convicted of a misdemeanor.

#	Printed Name	Signature	Please provide an Identifier: Voter No., Social Security No., Date of Birth, or Place of Birth
1.	Rodney Voter	Rodney Voter	1234567
2.	Helen Ballot	Helen Ballot	6543210
3.			
4.			
5.			
6.			

Voter MUST sign the questioned register.

Voter MUST complete the ballot envelope and sign at the bottom.

Questioned Ballot Oath & Affidavit Envelope – Please print and press hard – You are making a copy

1. You MUST complete this section • Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • Are you at least 18 years old? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		For Office Use VN _____ D/P _____ Initials _____	
2. Last Name <u>Ballot</u> First Name <u>Helen</u> Middle Initial _____ Suffix (Circle One) _____ Jr., Sr., II, III or _____			
3. Name Previously Registered _____			
4. Alaska Residence Address Where You Claim Residency House # <u>123</u> Street Name <u>Main St</u> City <u>Juneau</u> State <u>ALASKA</u>			
If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box. * [] Yes, please keep my address confidential.			
5. Mailing Address _____ City _____ State _____ Zip Code _____		For Review Board Use Only District Registered _____ Sequence No. _____	
6. *You MUST provide at least ONE Social Security No. _____ Last 4 Digits of SSN <u>1722</u> AK Driver's License No. _____ AK State ID Card No. _____ [] I have not been issued a SSN, AK Driver's License or AK State ID No.		Count Code _____ Reject Code _____ Purge Date _____	
7. *You MUST provide Date of Birth <u>10/14/1968</u> Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
9. Alaska Voter Number _____ (if known)		10. Daytime Phone No. _____ Evening Phone No. _____	
11. Write Political Party Choice Here _____			
I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.			
Voter Signature <u>Helen Ballot</u>			
12. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be and this certification was made in my presence on the date indicated.			
<u>Michele Thompson</u> Signature of Election Official		<u>8/22/06</u> <u>11-410</u> Date District & Precinct No.	
		<u>C</u> <u>2</u> Primary Ballot Choice Questioned Register Line	

*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. E23 (Rev 11/29/2005) AS 15.05, 07, 20. 6 AAC 25.

Election worker signs as the witness and writes:

- Date
- District and precinct number
- Ballot type issued - **during August Primary Election**
- Line number on the questioned voter register where voter signed
- Reason for questioned ballot

SPECIAL NEEDS VOTING

“YOUR JOB - Issuing Ballots to Disabled Voters”

Voter Eligibility

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. The voter assigns a representative to deliver the voter a ballot. Special needs voting is available during the polling place hours.

Step 1 is Completed on Ballot Envelope

The voter's representative must complete each line in Step 1 of the ballot envelope before receiving a ballot.

Election Official Completes Shaded Area and Issues Voting Materials

- The election official verifies the representative completed each line of Step 1 on the ballot envelope and then completes the gray shaded area of the envelope. Write the date the ballot is issued and your precinct name.
- **August Primary Election** - Write the party ballot type you are issuing. If the representative does not know the voter's ballot choice, issue the ballot with candidates of the same party affiliation in which the voter is registered. If the voter's affiliation is N or U, ask the representative which ballot type the voter would like.
- Remove the top copy of the ballot envelope. This is your receipt that a special needs ballot was issued.
- Give the representative the ballot, gray secrecy sleeve, and ballot envelope to deliver to the voter.

Ballot Delivered to Voter and Step 2 is Completed on Ballot Envelope

- The representative delivers the ballot and voting materials to the voter. The voter completes Step 2 of the ballot envelope.
- The voter **MUST** provide ONE identifier for the ballot to count.
- The voter **MUST** sign and the representative **MUST** witness the voter's signature.
- The voter votes the ballot and the ballot is placed inside the gray secrecy sleeve and the sleeve is then sealed inside the completed special needs ballot envelope.

Voted Ballot is Returned to Election Official

When the representative returns the voted ballot, write the time and date the ballot was returned and your precinct location. If the ballot is not returned by 8:00pm, make a note on the top copy you removed from the envelope that the ballot was not returned on time. The top copies and voted ballot envelopes are returned to the election supervisor for tallying. **DO NOT OPEN.**

Special needs voters DO NOT sign the precinct register. The voter signs the ballot envelope instead of the register.

SPECIAL NEEDS VOTING

STEP 1 - ISSUING BALLOT

- Voter's representative completes Step 1 on the ballot envelope.
- Election official completes shaded area of the envelope and removes the top copy of the envelope.
- The ballot, gray secrecy sleeve and envelope are delivered to the voter by the representative.

STEP 2 - VOTING THE BALLOT

- The voter completes Step 2 of the ballot envelope. The voter and representative sign the bottom of the envelope.
- The voter votes. The voted ballot is placed in the gray secrecy sleeve and then sealed in the ballot envelope.

VOTED BALLOT IS RETURNED TO ELECTION OFFICIAL

- The representative returns the voted ballot, sealed inside the completed ballot envelope, to the election official.
- The election official records when ballot is returned in the gray shaded section of the ballot envelope.

Election Official	STEP 1 – Representative complete before taking ballot to voter.	STEP 2 – Voter complete, voter and representative sign, then place voted ballot in envelope.
When Issuing a Ballot 1. Have representative complete STEP 1. 2. Complete below lines: Date: _____ Location: _____ District: _____ <small>(Dist. #, Judicial, REAA)</small> Primary Ballot Type Issued: _____ 3. Give representative a ballot, gray secrecy sleeve and this envelope. 4. Representative takes ballot to the voter. (The voter DOES NOT sign the precinct register) When the Ballot is Returned 1. Verify that the voter and Representative signed in STEP 1 and STEP 2. 2. Complete below: Date: _____ Location: _____	All requested information is required 1. Representative's Name: <u>Michelle Thompson</u> serving as a representative for the following voter: Voter's Name: <u>Helen Bailot</u> 2. Representative Identifier – You MUST provide ONE of the following: Voter Number: <u>336335</u> SSN: _____ Date of Birth: _____ 3. Representative's Residence Address: <u>123 Main St Juneau, AK</u> 4. Representative's Mailing Address: <u>same</u> 5. Representative's Certificate: <small>I certify I have been requested to obtain and deliver a ballot to the above named voter. I will not vote the ballot for the voter or coerce the voter into voting for a specific candidate or issue. I will not divulge the way the voter votes the ballot.</small> <small>WARNING: Unlawful interference with voting is punishable under AS 15.56.030</small> <u>x Michelle Thompson</u> <u>8/22/06</u> Representative's Signature Date 6. Representative's Instructions: • Complete Step 1 before receiving ballot. • Deliver this envelope and the ballot to voter. • Voter and representative complete Step 2 before voting. • After voter votes, seal voted ballot inside envelope and return the completed envelope to election official.	1. You MUST complete this section • Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • Are you at least 18 years old? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Last Name <u>Bailot</u> First Name <u>Helen</u> MI <u></u> Jr. Sr. III <u></u> 3. Alaska Residence Address – Where You Claim Residency House # <u>123</u> Street Name <u>5th Ave</u> City <u>Juneau</u> State <u>AK</u> 4. Mailing Address <u>same</u> City <u></u> State <u></u> Zip <u></u> 5. Identifier – Voter MUST provide ONE of the Following: SSN: <u>1722</u> AK Driver's License No. <u></u> Last 4 of SSN: <u>1722</u> AK State ID No. <u></u> <input type="checkbox"/> Check here if you have not been issued a SSN, AK Driver's License or AK State ID No. 6. Date of Birth – You MUST Provide: Month <u>7</u> Day <u>14</u> Year <u>1961</u> 7. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female 7. Write Political Affiliation Choice Here: _____ 8. Voter's Certificate and Representative Witnessing: <small>I swear or affirm, under penalty of perjury, that I am unable to go to the polls due to a disability and that the information on this form is accurate and complete to the best of my knowledge. I further certify that I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation, and or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.</small> Voter's Signature: X <u>Helen Bailot</u> <small>By signing as a witness, I attest to the best of my knowledge, the voter is the person he/she claims to be and this certification was made in my presence.</small> Representative's Signature X <u>Michelle Thompson</u>
For Office Use VN _____ DIP _____ INLS _____ For Review Board Use District Registered _____ Sequence No. _____ Count Code _____ Reject Code _____ Purge Date: _____ <small>ENR (Rev. 3-14-06)</small>		

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Closing Procedures

- Close polls.
- Complete ballot statement.
- Count ballots.
- Call the election office with the results.
- Return voted ballots and supplies.

ELECTION WORKERS

“YOUR JOB – Closing the Polls”

Close the Doors

At 7:45pm announce the polls will close in 15 minutes. At 8:00pm declare the polls closed. Allow people still in line at 8:00pm to vote. If a voter comes in after the polls close and demands to vote, have the voter vote a questioned ballot. Make a note on the questioned ballot envelope that the voter demanded to vote after the polls were closed.

Once all voters are processed, the chairperson may divide closing tasks between the workers so they can be completed at the same time.

End Voting on the Touch Screen Voting Unit

One or two workers will end voting on the touch screen voting unit following the touch screen closing instructions. Print two copies of the touch screen voting unit results.

- After the first results tape is printed, tear the tape below the signature area of results and each worker will sign the bottom of the results tape.
- Print a second copy of the results and have each worker sign this copy.
- You will use the second copy of the results tape to call in the election results after you tally the paper ballots. Place the second copy of the results tape, with the touch screen memory card, in the memory card envelope. After you call in the election results, you can seal the memory card envelope.

Secure Touch Screen Ballots

Carefully unwind the voted touch screen ballots from the spool in the printer canister. The voted ballots will be on continuous printer paper, with the first copy of the results at the end. As you are unwinding the voted ballots from the spool, fold them neatly so they will fit inside the touch screen voted ballot envelope.

Do not separate or tear the individual touch screen ballots. *(Handle these ballots gently as they are “official” ballots and will be used in the event of a recount.)*

Seal the voted touch screen ballots, with the first copy of the results tape attached, in the voted touch screen ballot envelope.

Open Ballot Box and Sort the Paper Ballots

After 8:00pm, when the polls are closed, one worker can open the ballot box and sort the paper ballots into three groups:

- **Questioned ballot envelopes** - count the number of questioned ballot envelopes and record on the ballot statement. Arrange the envelopes in the same order as the names appear on the questioned register. Do not open and tally questioned ballots. They are returned to the election office.
- **Special needs ballot envelopes** - count the number of special needs ballot envelopes and record on the ballot statement. If you issued special needs ballots that were not returned, record this number on the ballot statement as well. The top copies of the ballot envelope and the voted special needs ballots are returned to the election supervisor. Do not open and tally special needs ballots. They are returned to the election office.
- **Regular paper ballots** - The voted ballots will need to be sorted and tallied following the ballot counting instructions. Sort the ballots into groups of 25. During the August Primary election, you will need to sort the ballots by ballot type.

Complete the Ballot Statement

One worker will need to complete the ballot statement. The ballot statement is a record of how your precinct issued and used the ballots. **The ballot statement MUST be completed.**

First, you will account for the number of ballots ISSUED:

- Count and record the number of people who signed the precinct register.
- Count and record the number of voted questioned ballot envelopes.
- Count and record the number of voted special needs ballot envelopes.
- Count and record the number of special needs ballots issued but were not returned.
- Count the number of check marks made to record the spoiled or mismarked ballots that were replaced.
- Add the above numbers. This is the total amount of ballots issued.

Next, you will account for the number of ballots USED:

- Record the stub number of the first UNUSED paper ballot. The starting paper ballot stub number has been recorded for you.
- Subtract the starting stub number from the first unused stub number. This is the total number of paper ballots used.
- Record the number of touch screen ballots. This number will be found on the printed results tape as the "Total Ballots".
- Add together the number of paper ballots used and the number of touch screen ballots. This is the total number of ballots used.

The number of ballots issued should match the number of ballots used.

Sign the Ballot Statement

Once completed, ask all election workers to sign the certification on the ballot statement.

If an appointed worker was replaced on election day, or if unofficial ballots were used, complete the certificates inside the precinct register cover.

SAMPLE GENERAL ELECTION BALLOT STATEMENT

District:
Precinct:
Election:

Ballot Statement

1) Number of people who signed the precinct register:	<u>300</u>	7) Total number Paper ballots used:	0665 - 0350 = <u>315</u>	First Unused Ballot #	Starting Ballot #	Total Used
2) Number of questioned ballot envelopes:	<u>28</u>	8) Total number of voted touch screen ballots:	<u>15</u>			
3) Number of voted special needs ballot envelopes:	<u>1</u>	(This is found on the touch screen unit's totals report under "Total Ballots")				
4) Number of issued special needs ballots not returned:	<u>0</u>	9) TOTAL BALLOTS USED:	<u>330</u>			
5) Number of spoiled or mismarked paper ballots:	<u>1</u>	(add together lines 7 and 8 - this number should match line 6)				
6) Total number of ballots issued:	<u>330</u>					
(add together lines 1-5)						

CERTIFICATION: We, the undersigned, certify that the above is correct to the best of our knowledge and that the number of ballots used, subtracted from the number of ballots received, equals the number of ballots destroyed.

Election Worker: Susie Worley Election Worker: Tom Thompson
Election Worker: Michelle Ballot Election Worker: _____
Election Worker: _____ Election Worker: _____

HAND COUNT PRECINCTS

Report election results as soon as counting is completed. Call the election supervisor at:

SAMPLE PRIMARY ELECTION BALLOT STATEMENT

Ballot Statement

District:
Precinct:
Election:

Ballot Type:	C Combined	R Republican	B Ballot Measure
Number Ballots Received:	<u>250</u>	<u>300</u>	<u>50</u>

1) Number of people who signed the precinct register:	<u>400</u>	7) Combined (C)	00285 - 00275 = <u>10</u>	First Unused Ballot #	Starting Ballot #	Total Used
2) Number of questioned ballot envelopes:	<u>25</u>	8) Republican (R)	0715 - 0575 = <u>200</u>			
3) Number of voted special needs ballot envelopes:	<u>1</u>	9) Ballot Measure (B)	0848 - 0650 = <u>198</u>			
4) Number of issued special needs ballots not returned:	<u>0</u>	10) Total number of paper ballots used:	<u>408</u>			
5) Number of spoiled or mismarked paper ballots:	<u>2</u>	(add Total Used lines 5-8)				
6) Total number of ballots issued:	<u>428</u>	11) Total number of voted touch screen ballots:	<u>20</u>			
(add together lines 1-5)		(This is found on the touch screen unit's totals report under "Total Ballots")				
		12) TOTAL BALLOTS USED:	<u>428</u>			
		(add together lines 10 and 11 - this number should match line 6)				

CERTIFICATION: We, the undersigned, certify that the above is correct to the best of our knowledge and that the number of ballots used, subtracted from the number of ballots received, equals the number of ballots destroyed.

Election Worker: Susie Worley Election Worker: Tom Thompson
Election Worker: Michelle Ballot Election Worker: _____
Election Worker: _____ Election Worker: _____

HAND COUNT PRECINCTS

Report election results as soon as counting is completed. Call the election supervisor at:

During the August Primary Election, you will need to account for the number of paper ballots used for each ballot type.

ELECTION WORKERS

“YOUR JOB – Counting Ballots and Reporting Results”

Prepare Paper Ballots for Counting

Sort the regular voted paper ballots into groups of 25. Count the total number of voted ballots and record the number on the inside cover of the tally books. **August Primary Election** - sort and count the ballots by ballot type.

Counting Team has Four Workers

Four workers are needed to count paper ballots. One worker reads the ballot. One worker of a different political party observes the reading. One worker tallies in the original tally book. One worker tallies in the duplicate tally book.

Count Valid Marks Only

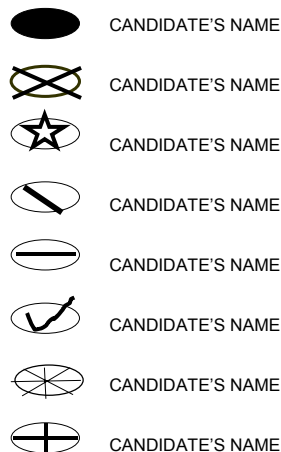
Count only those marks that are substantially inside the oval. Improper or erasure marks invalidate only the section of the ballot where they appear. If more than one name is marked for a race, that section of the ballot cannot be counted.

EXAMPLES OF VALID BALLOT MARKS

The marks must indicate clearly that the voter intended that particular oval to be designated.

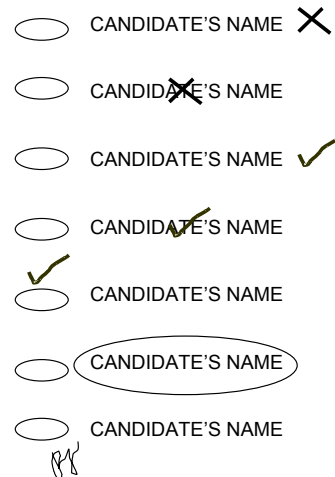
Only the following ballot marks are valid:

Solid marks, diagonal, horizontal or vertical marks, “X” marks, stars, circles, asterisks, checks or plus signs.



EXAMPLES OF INVALID BALLOT MARKS

Invalid marks only invalidate the section of the ballot in which they appear.



Counting and Tallying Paper Ballots

You will use two tally books, an original and duplicate, to record the results from voted paper ballots. Tally the ballots in groups of 25. Each time a vote is called, make a downward stroke. Mark every fifth vote with a diagonal stroke and say “tally”. Switch pen colors between each group of 25 and verify that both tally books match.

August Primary Election - count one ballot type at a time.

Counting Write-In Votes

The candidate's name must be written in the blank line on the ballot AND the oval next to the name must be marked. Tally all write-in votes as a group in the write-in section of the tally book. **You do not have to separate write-in votes by individual names.**

Sample Tally Book Page

NAME OF CANDIDATE	LINE									
	No.		5	5	5	5	5	5	5	5
CROWE, CAROL	1									
	2	100 and								
	3	200 and								
THOMPSON, LAURI	1									
	2	100 and								
	3	200 and								
BROWN, DOUG	1									
	2	100 and								
	3	200 and								
WRITE-IN	1									
	2	100 and								
	3	200 and								
BLANK	1									
	2	100 and								
	3	200 and								

Complete the Tally Book

When all paper ballots have been counted, add the tally marks for each race and record the totals on the inside cover of the tally books. Compare both tally books to make sure they match. After recording the totals, complete the certificate on the inside cover of each tally book.

Reporting Election Results

Immediately call the election office to report the results.

When you call, you will be asked for:

- Total number of signatures in the precinct register.
- Total number of questioned ballots.
- Total number of voted special needs ballots.

After you report the above numbers, you will be asked for the results from both types of ballots, paper and touch screen.

- **Paper ballot results** You will be asked for the number of votes in each race that you recorded on the inside cover of the tally book.
- **Touch screen ballot results** You will be asked for the number of votes in each race as shown on the printed results tape from the touch screen voting unit. After giving these results, seal the results tape and the touch screen memory card in the memory card envelope.

ELECTION WORKERS

“YOUR JOB – Finalize and Return Election Materials”

Voted Ballots

Paper Ballots

Place the counted paper ballots in the voted paper ballot envelope and seal closed.

Touch Screen Ballots

Place the voted touch screen ballot tape in the voted touch screen ballot envelope and seal closed.

Both the voted paper ballot envelopes and the voted touch screen ballot envelope are to be placed in the larger mailing envelope addressed to the Director of Elections in Juneau.

Paper Ballot Stubs

You must return the ballot stubs from the completely used and partially used paper ballot pads. You do not have to return stubs from completely unused ballot pads.

Place stubs from paper ballots in the ballot stub envelope as follows:

1. The top narrow stub from completely used ballot pads.
2. The ballot pads that are partially used, tear the bottom half of the ballots off the pad and place the top half, still attached to the narrow stub in the ballot stub envelope.

DISTRICT: _____ PRECINCT: _____ ELECTION: _____		BALLOT STUBS											
STEP 1 <u>Completely Used Ballot Stubs</u>		STEP 2 <u>Partially Used Ballot Pad</u>											
<div style="border: 1px solid black; padding: 5px; text-align: right;">_____03500</div> <p style="text-align: center;">↑</p> <p>Place all stubs from <u>completely used ballot pads</u> in this envelope.</p>		<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">0001</p><p style="text-align: center;">State of Alaska Official Ballot Primary Election August 25, 1998</p><p style="text-align: center;">PUT THIS PART OF THE PARTIALLY USED BALLOT PAD IN THIS ENVELOPE</p><div style="display: flex; justify-content: space-between;"><div><p>GOVERNOR (Vote for one)</p><table border="0"><tr><td>JOHN BARRACKS</td><td>Democrat</td></tr><tr><td>MICHAEL ANDERSON</td><td>Republican</td></tr><tr><td>STEVE DARR</td><td>Republican</td></tr></table></div><div><p>LT. GOVERNOR (Vote for one)</p><table border="0"><tr><td>ALBERT BARRACKS</td><td>Democrat</td></tr><tr><td>ANDREW JOHN</td><td>Republican</td></tr></table></div></div><div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">THROW AWAY THIS PART OF BALLOT</div><p style="text-align: center; font-size: small;">TURN BALLOT OVER TO CONTINUE VOTING</p></div>		JOHN BARRACKS	Democrat	MICHAEL ANDERSON	Republican	STEVE DARR	Republican	ALBERT BARRACKS	Democrat	ANDREW JOHN	Republican
JOHN BARRACKS	Democrat												
MICHAEL ANDERSON	Republican												
STEVE DARR	Republican												
ALBERT BARRACKS	Democrat												
ANDREW JOHN	Republican												
E-26 (REV 5/98)		<p>Place the remaining stubs from the <u>partially used ballot pad</u> in this envelope. These remaining stubs will be found on the last pad of ballots that you were using to give the voter ballots. On this pad, there are ballots that have not been used.</p> <p>Tear off the bottom half of the unused ballots. Do not detach the upper half of the ballots from the ballot stub.</p> <p>Take ballot stub with the upper half of the torn ballots still attached and place it in this envelope.</p> <p>Throw the torn off half portion of the ballots away.</p>											

Unused Paper Ballots

If you have any pads of ballots that are **completely unused**, tear the ballots in half and throw the entire pad, including stubs, away.

Clean Up Polling Place

Voting Equipment and Materials:

Take down your voting equipment, the flag, and posters. Place all unused supplies, posters, and materials back into your supply holder. You can throw away sample ballots and information regarding ballot measures.

Touch Screen Voting Unit:

Place your touch screen voting unit and printer parts in the appropriate carrying cases. Secure as directed by the election supervisor.

Return Ballots and Election Materials

You will be returning materials to the election supervisor and to the division director in Juneau.

Mail to the Director of Elections

- Precinct register with cover.
- Ballot stub envelope.
- Voted paper ballots envelope.
- Voted touch screen ballots envelope.
- Memory card envelope.
- Original tally book.

Mail to the Election Supervisor

- Questioned ballots and register.
- Special needs ballots and top copies of envelope.
- Timesheet.
- Duplicate tally book.
- Notification of death forms.
- Supplies and voting materials.

Appendix

- Frequently asked questions.
- Emergency procedures.
- Voting booth assembly.

Frequently Asked Questions

Election Worker Unable to Serve

What should the chairperson do if an election worker is unable to serve?

A substitute must be appointed. The substitute must be a registered voter. If possible, during primary and general elections, the substitute should be a member of the same political party as the person replaced. If a substitute is appointed on election day, complete the certificate inside the precinct register cover.

Polling Booths Unusable or Missing

What should the election board do if the polling booths are missing?

Provide a private place for voters to vote. If possible, arrange table and chairs to accommodate them.

Unsealed Questioned Ballots

What should the election board do if a questioned ballot is dropped into the ballot box?

Do not open the ballot box. Write a brief explanation in the comment section on the questioned voter register cover and on the empty questioned ballot oath and affidavit envelope.

Voter Chooses Not to Vote

What should the election board do if a voter signs the precinct register but decides not to vote?

Write "did not vote" next to the person's name on the precinct register. Also, write a note in the comment section inside the precinct register cover that the voter signed but did not vote.

Issuing a Ballot Early

May the election board or chairperson issue a ballot early to a voter who is leaving town before election day?

No. A voter wishing to vote early must vote either absentee in person or by mail. Give these voters the telephone number of your election supervisor. The election supervisor may assist them in obtaining an absentee ballot.

Closing the Polls Early

If everybody has voted, may I close the polling place early?

No. The polling place must stay open until 8pm as required by law.

Voting Again After Spoiling a Ballot

How many times may a voter spoil or mismark a ballot and get a replacement?

A voter may only be issued up to two replacement ballots of any combination (paper or touch screen). See pages 14 and 17 for further instructions.

Voters From Other Communities

May a person from another community vote at my polling place?

Yes. The voter MUST vote a questioned ballot if the voter's name is not on the precinct register.

Voter Has No Identification

What should I do if somebody wants to vote but does not have identification?

Allow the person to vote a questioned ballot. Check the box on the questioned ballot envelope to indicate that the voter did not provide ID.

Assistance in the Polling Booth

May voters ask another person to go into the polling booth with them?

Yes. An election worker, friend, family member, bystander, campaign worker or anyone else who is not the voter's employer may go into the polling booth with a voter who needs assistance.

Voters No Longer Qualified to Vote

What if a voter is listed on the register but a registered voter in that precinct, a pollwatcher, or an election worker says the person is not qualified to vote?

The voter who is being challenged must vote a questioned ballot.

**Absentee Ballots in
the Polling Place**

**What should I do if a voter brings an absentee by mail ballot
into the polling place?**

Any election worker may sign as the official witness on the absentee ballot envelope. The voter may then mail the ballot or drop it into the ballot box. After the polls have closed, be sure to put these ballots in the envelope addressed to the election supervisor.

Do not record these ballots on the ballot statement or open and tally the ballots. They must be returned to the election supervisor.

Emergency Procedures

Paper Ballot Supply: Not Enough or Missing

What if the precinct does not have enough paper ballots or if ballots are missing?

Contact the regional election supervisor immediately. If there are not enough ballots or ballots are missing on election day, use sample ballots, ballots removed from an official election pamphlet or sheets of paper on which the names of candidates and issues are written until new ballots are delivered. Complete the certificate on the precinct register cover. *(Keep in mind that you may also have the voter vote on the touch screen voting unit until paper ballots are supplied.)*

Precinct Register Missing

What should the election board do if the precinct register is missing?

Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.

- Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.
- Ask each voter to complete a questioned ballot envelope.

If the precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their names, residence and mailing addresses and an identifier, such as social security number, date of birth or voter number on the envelope. The voter must sign the envelope and an election worker must sign the envelope as a witness.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.
- Issue the voter a ballot and a secrecy sleeve or a piece of paper to wrap around the ballot. The voter should be instructed to return the ballot to the election worker in the sleeve or wrapped in paper after voting.

- When the voter returns the voted ballot it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and an election worker. Seal the envelope and have the voter drop the envelope into the ballot box.
- When the election board opens the ballot box after the polls close, DO NOT open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail to the election supervisor.

Polling Place Not Available

What should the election board do if the polling place is unusable?

Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location.

As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.

Ballot Box Missing or Unusable

What should the election board do if the ballot box is missing or unusable?

A cardboard box or similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.

Fire Alarm

What should the election board do if a fire alarm goes off?

Assess the situation; remember the safety of the election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

Tsunami Warning

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. Safety of your election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

Standard Voting Booth Assembly

Assembly Instructions

Use the following procedures to assemble the **standard voting booth**:

- Turn the voting booth upside down so the legs of the booth are showing. Rotate the metal bracket holding the legs in the case so the legs are free. Lift the ends of the legs up; straighten the diagonal brace for each leg. Turn the voting booth over so that it is standing on its legs with the black plastic handle of the case facing toward the back.
- Open the voting booth by inserting the tip of a writing pen or other pointed object into the small, oblong slots located on the top. Slide the metal locks toward the center of the case. The top of the case will lift off easily. DO NOT try to force the case open without first sliding the locks open.
- Set aside the door and booth curtain.
- One at a time, raise and straighten the metal curtain supports. Lift the supports where shown by the words, "lift here at the top of each support". At the center of each support is a friction catch that will hold the support straight.
- Extend the curtain arms on each support to the front and straighten the diagonal braces.
- Place the lid of the case upside down on the front support. Hook the holes along the back edge of the lid onto rivets in the upright supports.
- Hang the white booth curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.
- The striped door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.

Handicap Voting Booth Assembly

Assembly Instructions

Use the following procedures to assemble the **voting booths for those people who may experience a disability**:

- Turn the voting booth upside down so the legs of the booth are showing. Rotate the metal bracket holding the legs in the case so the legs are free. Lift the ends of the legs up; straighten the diagonal brace for each leg. Turn the voting booth over so that it is standing on its legs with the black plastic handle of the case facing toward the back.
- Open the voting booth by inserting the tip of a writing pen or other pointed object into the small, oblong slots located on the top. Slide the metal locks toward the center of the case. The top of the case will lift off easily. **DO NOT** try to force the case open without first sliding the locks open.
- Set aside the door and booth curtain.
- There should be two metal feet for each handicap-voting booth. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg.
- Extend the curtain arms on each support to the front and straighten the diagonal braces.
- Position the lid of the case so that the end of the booth's upright curtain supports fit through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½ inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.
- Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.
- The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.